

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	Local Assistance – Office of Bridge, Bond, and Safety Programs	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
HSIP Program Manager	913-110-3161-912	March 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Office Chief, a Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for providing experienced, authoritative, and professional management of federal highway safety programs within the Office of Bridge, Bond, and Safety Programs (OBBS). These programs are administered by the Division of Local Assistance (DLA) and provide project funding to cities, counties, and other eligible agencies. The incumbent will work to oversee the efficient administration of the federal safety programs with an emphasis on improving project delivery and the overall safety benefits for California roadways. A strong background in traffic safety is desirable. This position works with Local Assistance staff in the district offices, other department functional units, Local Agencies, Regional Transportation Planning Agencies (RTPAs), Metropolitan Planning Organizations (MPOs), Federal Highway Administration (FHWA), California Highway Patrol (CHP), Office of Traffic Safety (OTS), Local Highway Safety Improvement Program (HSIP) Advisory Committee, Strategic Highway Safety Plan (SHSP), and other state departments and organizations participating in the implementation of the federal and state safety programs.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹ Job Description

- 40% (E) Develop and update policies, guidelines, and standards for use by staff from Caltrans, cities, counties and regional agencies involved with the planning, design, programming and implementation of projects funded under the local safety programs, including the HSIP and the High Risk Rural Roads (HR3) Program. Develop and implement new safety programs under the HSIP (e.g., System Safety Analysis Report, Proactive HSIP).

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- 35% (E) Provide direction and support to local agencies and department staff on procedures to improve project delivery, such as project milestone scheduling and use of project management tools. Ensure local agencies and department staff understand and comply with California Transportation Commission (CTC) guidelines, FHWA guidance, department policy, procedures and directives. Coordinate with the districts on the application review and project selection process. Review and approve project scope, costs, and schedule change requests, update project data in master files and Federal Transportation Improvement Program (FTIP). Coordinate Local HSIP Advisory Committee meetings to be held bi-monthly (e.g., logistics, agenda, minutes, action items, presentations, etc.).
- 10% (E) Establish and maintain databases to manage the use of local safety apportionments and monitor the obligation and expenditure of federal safety funds on a continuous basis. Work with Division of Transportation Programming and MPOs to program safety projects in the FTIP. Work with District Local Assistance Engineers (DLAEs) and district safety coordinators to ensure funds are obligated and invoiced in a timely manner. Monitor project delivery and provide regular reports to headquarters, districts and external stakeholders. These reports will be used to assess project delivery and identify areas needing improvement.
- 10% (E) Participate in California's SHSP efforts to represent local safety programs perspectives and needs to better understand and incorporate the latest safety research and strategies into the local safety programs. Assist with the development and preparation of California's annual HSIP report and the revisions to the SHSP by working with the Division of Traffic Operations, the Division of Rail, Caltrans districts, local agencies and various stakeholders, as required by federal legislation. Provide reports and program status updates as necessary.
- 5% (M) Perform complex engineering studies and develop technical procedures to assist the Office Chief as required. Under general supervision of the Division Chief for the DLA, the Senior Transportation Engineer will act on behalf of the Chief of OBBSP during his/her absence. Under general supervision of the Office Chief, the Senior Transportation Engineer also acts on behalf of other engineers in the office handling those duties that cannot or should not be delayed for an extended period of time. Analyze office procedures and processes for efficiency and effectiveness and make recommendations for improvement.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position is not designated Supervisory. The incumbent coordinates with other staff at Caltrans and outside Caltrans partners to ensure safety program implementation. This position provides functional direction and general assistance to DLAEs and other headquarter units involved with these programs. This position may also provide lead direction over other engineers, planners and administrators within OBBSP. The incumbent

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may direct activities of retired annuitants and student assistants based on the needs of the office.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Senior Transportation Engineer performs an array of analyses in planning their area of activities. The incumbent must have knowledge of Caltrans' role in administering the Local Assistance Program. They must interpret policy and procedures, recommend exceptions to policy, conduct special studies, analyze data and recommend solutions. This person must be able to assimilate and evaluate technical and procedural input from various sources, such as engineers, transportation planners, administrators, and management. They must develop alternative courses of action and make objective recommendations on issues concerning the local safety programs. The ability to reason logically and creatively to resolve problems and issues is essential. The incumbent must have knowledge of principles of traffic safety, traffic engineering, project management, project development, construction, maintenance, right-of-way, accounting practices, and reimbursement procedures. The incumbent must also be familiar with the assigned responsibilities of the DLA related to departmental goals, objectives, policies, and standards. The incumbent must be familiar with budgeting and programming processes for

Federal-aid programs. The incumbent must be able to analyze the effectiveness of proposed solution with respect to reducing fatalities and serious injuries on California roadways. The incumbent must be able to work well with people at all levels within and outside the Department. They must exercise sound judgment and demonstrate effective decision-making. They need the ability to quickly grasp new ideas and incorporate them into existing procedures and work independently, as well as part of a team. The incumbent must be able to communicate well in writing and in person and must be adept at using electronic mail, word processing, spreadsheet, and database applications on the computer.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must independently perform the above duties and be accountable for decisions made. Must demonstrate sound judgment and effective decision-making skills and be able to quickly assess information that will affect project delivery and take appropriate action. Inappropriate or untimely decisions could reduce the effectiveness of the Local Agency Programs, resulting in costly project delays and could impact the Department's credibility and image to the public and transportation users.

PUBLIC AND INTERNAL CONTACTS

This position maintains regular contact with a large number of internal Caltrans Headquarters personnel. They also communicate with external partners including the FHWA, CTC, RTPA's, Department of Finance, Office of Legislative Affairs, and other local, state, and federal agencies. The incumbent will work with members on the SHSP committee including law enforcement, the trucking associations, walking and biking groups, the medical community, and others. This position responds to inquiries from the public and local agencies regarding safety programs. These contacts will be verbal or written, as needed, to perform assignments.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to sit for long periods of time using a computer, keyboard, and monitor. Performing duties for this position requires regular punctual attendance at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, multi- tasking and changing priorities with short notice. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

While at the base of operations, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field sites, other office buildings and work outdoors and may be exposed to dirt, noise, uneven surfaces, traffic conditions and/or extreme heat or cold.

I have read, understand, and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee (Print)

Employee (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)

Date